

DEFINITION OF TERMS OF MINIMUM QUALIFICATIONS:

➤ **“One year of general education being equivalent to three months of experience:”**

(Note: Education experience can be used for up to one year of the clerical experience.)

- **General Education courses** - Vary by institution and must be verified. Courses may include English comprehension, Science, History, Math, Computer Science, Government, and the Arts.

➤ **“One year of education of a business or commercial nature being equivalent to six months of experience:”**

(Note: Education experience can be used for up to one year of the clerical experience.)

- **Business or Commercial education** – A broadly-based business or vocational education obtained from institutions such as Heald College, ITT Technical Institute, University of Phoenix, San Joaquin Valley College, etc.

***The following link can be followed to access additional accredited Business School Programs:**

<http://www.meriteducation.com/california-colleges-and-universities.html>